THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 16, 2017 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the May 2, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Prosecuting Attorney – Resolution to Approve Work Study Agreement with Michigan State University College of Law

2. Road Department
   a. Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Road Department
   b. Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Road Department
   c. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department
   d. Resolution to Approve a Road Construction Project Agreement between the Michigan Department of Transportation and Ingham County
   e. Resolution Authorizing the Purchase of a Taper Beam Low Boy Paver Trailer
   f. Resolution for Approval of the Preliminary Plat of Meadow Ridge (Phases 7+)
   g. Resolution to Absolutely Abandon and Discontinue a Portion of an Unnamed Alley Located within Urbandale Subdivision #1
   h. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
   i. Road Department Reorganization (Discussion)

3. Health Department
   a. Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
   b. Resolution to Authorize the Reorganization of the Ingham County Health Department Community Health Centers

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
May 2, 2017
Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Koenig, Nolan, and Maiville

Members Absent: Sebolt

Others Present: Rick Terrill, Kasey Bey, Cassandra Heos, Norma Bauer, Rosalinda Hernandez, Laurie Morse-Dell, Scott LeRoy, Ronda Oberlin, Tim Dolehanty, Travis Parsons, Becky Bennett, Liz Kane and others

The meeting was called to order by Chairperson Celentino at 6:01 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the April 18, 2017 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE MINUTES OF THE APRIL 18, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

Additions to the Agenda

12. Board of Commissioners
   c. Controller Update- IT Virus

Removed –

9. Health Department – Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Innovation and Technology – Resolution to Approve Records Management Systems Support

3. Circuit Court/Family Division – Resolution to Authorize a Reorganization in the Circuit Court Juvenile Division

4. Purchasing
   a. Resolution to Amend the Ingham County Local Purchasing Preference Policy
b. Resolution to Authorize a Contract to Supply Fuel and Fuel-Related Additives for County Owned Vehicles and Equipment

5. Facilities
   a. Resolution to Authorize a Contract to Remove the Old Caulk and Re-Caulk the Human Services Building Skylights
   b. Resolution to Authorize a Contract for Human Services Building Parking Lot Improvements

6. Road Department
   a. Resolution to Approve Local Road Agreement with Stockbridge Township
   b. Resolution to Approve Local Road Agreement with Locke Township
   c. Resolution to Authorize Purchase of Tandem Axle Truck Chassis Equipment
   d. Resolution to Authorize Purchase of Tandem Axle Truck Chassis
   e. Resolution to Authorize a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels
   f. Resolution to Authorize Purchase of Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand Mixtures
   g. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

7. Potter Park Zoo
   a. Resolution to Authorize a Contract for Beverage Services
   b. Resolution to Authorize a Contract for Amusement Services
   c. Resolution to Accept Charitable Donations from the Potter Park Zoological Society

8. Parks Department – Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island

10. Human Resources
    a. Resolution Approving the Grievance Settlement Agreement with Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
    b. Resolution to Approve a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the Medical Assistant Classification

11. Controller – Resolution to Update Various Fees for County Services

12. Board of Commissioners
    a. Resolution Honoring Eli N. Yauk

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

1. Women’s Commission – Interviews
Kasey Bey interviewed for a position on the Women’s Commission.

Cassandra Heos interviewed for a position on the Women’s Commission.

Norma Bauer interviewed for a position on the Women’s Commission.

Rosalinda Hernandez interviewed for a position on the Women’s Commission.

Laurie Morse-Dell interviewed for a position on the Women’s Commission.

12. **Board of Commissioners**

   b. Ingham County Flood Insurance Rate Map (*Discussion*)

Tim Dolehanty, Ingham County Controller, introduced the project and Ronda Oberlin.

Ronda Oberlin, City of Lansing Hazard Mitigation Coordinator, presented the maps and the study on floodplain mapping in Ingham County. She stated that the County was facing a crisis with flood insurance, where it was currently being subsidized, but the available subsidies were diminishing quickly and the rates for customers were increasing 25% each year.

Ms. Oberlin stated as flood insurance rates increased, she was concerned that people would not be able to afford to stay in their homes. She further stated on her handout, the title “Potential Residents Benefitting” should read “Potential Properties Benefitting.”

Ms. Oberlin stated that the working group for the flood insurance proposal approached the funding was to split the cost to 50% public entities and 50% private entities, and the City of Lansing had already committed to contributing 16% of the public funding costs. She further stated that the private funding would mostly come from large property owners in Lansing and East Lansing, who suggested that the study assess the business properties on the Red Cedar River in Lansing.

Ms. Oberlin stated the working group had initial conversations with the Board of Water and Light, East Lansing and Meridian Township, where all were tentatively interested in discussing the proposal. She further stated that she was confident they could come up with 14-18% of the public cost through those actors.

Ms. Oberlin stated the City of Lansing was asking the County for the remainder of the public costs, which amounted to $21,780 for a 6% contribution or $36,300 for a 10% contribution.

Commissioner Crenshaw asked what the timeframe was for the studies starting.

Ms. Oberlin stated they could be ready to start this month, and the studies could run for about eighteen months. She further stated the studies were mostly hydrological, and USGS already had a lot of the data so there would not be a lot of fieldwork to complete and it would be mostly a continuation of the modeling from the first study.
Commissioner Crenshaw asked if the payment for the studies would be due in June of 2019.

Ms. Oberlin stated payment would be due eighteen months after starting the studies, so it would likely be due December of 2018 if they began in June of 2017.

Commissioner Crenshaw asked if the County would have to make a commitment before the study started.

Ms. Oberlin stated the City of Lansing and partners would have to commit to the entire amount of project, even if they only had to complete the first phase. She further stated that the City of Lansing would likely be the ones to sign the contract, but they would want agreements from all of their partners.

Commissioner Nolan stated that she represented a lot of the southern part of Meridian Township where the river went through, and she knew all of the streets that usually flooded. She asked if a constituent had a one-thousand square-foot house, it would currently cost them $4,000 in flood insurance each year.

Ms. Oberlin stated it depended on the elevation of the house, and if they had a basement, it would cost them more. She gave an example of a house that was not worth much but required a lot of flood insurance each year.

Commissioner Nolan stated she knew where those constituents who may be affected were. She asked how the study would help those constituents.

Ms. Oberlin stated the studies would result in new flood insurance rate maps, which may show differences in the Base Flood Elevations, so instead of paying $4,000 per year for flood insurance, they may end up paying $3,000 per year.

Commissioner Nolan stated those constituents had three-and four-thousand square-foot homes, so it would likely be more for insurance.

Ms. Oberlin stated those were estimates, and she could not give a definite number because of fees and deductibles. She further stated that the new rate maps could also show people out of the floodplain that were in it right now, and those people would not have to get insurance at all.

Commissioner Grebner asked Ms. Oberlin to explain the cost chart on the handout, and what the public portion of money was.

Ms. Oberlin stated the public funds came from government-funded entities, versus the privately-owned. She further stated it did not mean the portion of property that the government owned in the floodplain, but rather the amount of money the government was contributing to the study on behalf of their residents.

Commissioner Grebner asked Ms. Oberlin to explain how the public funds were divided.
Ms. Oberlin stated that 10% of the funds came from USGS, 16% came from the City of Lansing, and 24% from other public partners. She further stated those other partners could possibly be any combination of East Lansing, Meridian Township, Ingham County, MSU, or others.

Ms. Oberlin stated the other 50% of the funding would come from the assessment for the City of Lansing’s commercial properties.

Commissioner Grebner asked if the City of Lansing would be putting up 16% of the funding, not including the commercial property assessments.

Ms. Oberlin stated that was correct.

Commissioner Grebner stated he thought it was interesting, how the City of Lansing residents could likely pay for the funding in City and County taxes, as well as possibly when the commercial properties were assessed.

Commissioner Grebner asked if any public and private partners had been secured for funding, other than the 10% match from the USGS.

Ms. Oberlin stated there had been some other interest, but she did not want to commit entities to amounts they had not agreed to yet, when some municipalities had changed leadership and she needed to revisit the conversation.

Discussion.

Commissioner Grebner asked if there was any mechanism to assess the properties in East Lansing.

Ms. Oberlin stated she assumed the City of East Lansing could assess the same way the City of Lansing did, but she was not sure how their government worked.

Commissioner Grebner asked if it was even possible as a matter of law to assess the costs onto people.

Ms. Oberlin stated her understanding was that it was legal because the people would benefit from them, but she was not an assessor.

Commissioner Grebner stated the assessor for East Lansing was also the assessor for Meridian Township, so there would be less conversations to have. He asked if the City of Lansing approached Ingham County because they were a pot of money.

Ms. Oberlin stated the County was being approached because there were other people in the County that would benefit from the study, but it did not make sense to ask each small town and ask them to contribute for such a small percentage of their population.
Commissioner Grebner asked if they needed to show funding for both phases before the project started.

Ms. Oberlin stated that the City of Lansing had to sign the contract stating they would pay for both phases of the project.

Commissioner Grebner asked why it made sense for the City of Lansing to sign the contract, when they were only interested in Phase 1.

Ms. Oberlin stated that FEMA would not issue the maps if there was more than a one-foot difference between the Base Flood Elevations in neighboring maps.

Commissioner Grebner stated he understood that both had to be proposed, but the Phase 2 project could be scrapped at a later date. He further stated he understood that the City of Lansing was going to pay $3,000 of the second phase, even though it did not benefit them.

Ms. Oberlin stated that was accurate, but if they decided not to continue with the study after Phase 1, then they would not have to pay.

Commissioner Grebner stated he thought it was interesting that Lansing would have to pay so much for the study.

Ms. Oberlin stated that there were over six hundred properties in the floodplain in the Lansing area, and this was their way of helping them, and it just so happened to benefit residents throughout the County.

Commissioner Koenig stated she understood that Phase 1 cost $41,800. She asked what the likelihood of moving to Phase 2 was.

Ms. Oberlin stated that she could not say, but the hydrologists at the USGS estimate they would only have to go as far as Meridian Township in the study.

Commissioner Koenig asked who was currently on board to help pay for the study.

Ms. Oberlin stated the City of Lansing, and the private funding was being worked out by the Lansing City Council to see if they could add the assessment of commercial properties into the deal, but the commercial contributors would still be willing to work together regardless.

Commissioner Koenig asked if they had calculated the benefit for the average person, taking into account the cost of the study and the possible savings in flood insurance.
Ms. Oberlin stated that it would be difficult to calculate an average, because there were so many variables. She further stated issues with calculating savings were they did not know the elevation of the properties and the replacement values of houses; they could just look at the square footage of the homes to get an idea.

Commissioner Koenig asked how many people who may not need flood insurance anymore due to the study.

Ms. Oberlin stated there were too many variables, but there would definitely be some. She further stated that she did not know if it would be more than twenty or one hundred homes.

Commissioner Koenig asked how property owners would be notified if they could benefit from the readjusted flood maps.

Ms. Oberlin stated property owners would have to obtain the elevation certificate, which was not cheap, but it was worth it when compared to the cost of flood insurance. She further stated after the elevation certificate was obtained, they could send it to their insurance agent and get their rates readjusted, or they could submit the paperwork to FEMA.

Commissioner Koenig asked if property owners would be notified that they were no longer in the floodplain.

Ms. Oberlin stated they could be when the maps were reissued, and their insurance came due again if there had been a determination made that year. She further stated she was not sure if determinations were made each year.

Commissioner Koenig stated her point was they could do all of this work and property owners would never even know they benefitted from the study.

Ms. Oberlin stated that was her job to talk to people, visit neighborhoods, and submit press releases to let people know about the study.

Commissioner Crenshaw asked what the likelihood of the study ending up on a Finance Committee agenda soon, because Ms. Oberlin had said they were looking at a June date.

Commissioner Grebner stated if something passed in County Services, it would certainly go to the Finance Committee. He further stated if it did not pass in County Services, if it was tabled, or was just an item of discussion, then the Finance Committee would not take it up.

Commissioner Crenshaw asked the Controller where the funds for this study would come from.

Mr. Dolehanty stated the contingency fund was the only place to draw from.

Commissioner Crenshaw asked if the contingency fund still had money in it after the appropriations were made to the Sheriff’s Office lasts week.
Discussion.

Mr. Dolehanty asked what appropriations were made to the Sheriff’s Office.

Commissioner Koenig stated the appropriations were to fund positions at the jail in response to the loss of revenue from the Wayne County and Michigan Department of Corrections contracts.

Commissioner Crenshaw asked if the County could fund a portion of this study, or if it would end up hurting themselves by doing it.

Commissioner Koenig stated they did not have to pay for the study until 2018.

Discussion.

Mr. Dolehanty stated it would probably be budgeted in 2018, so it would be earmarked and it would not have to come from contingency funds.

Commissioner Nolan asked Ms. Oberlin if she could produce a list of all ninety properties in Meridian Township that were in the floodplain.

Ms. Oberlin stated she could not get that list, because it was an estimate that there were one hundred ninety properties. She further stated she did not have the floodplain inventory for the rest of the County, so she had a good idea about the City of Lansing, but that was as far as her certainty went.

Commissioner Nolan asked how her constituents would know the study could potentially affect them, if they did not have a list of who they were.

Ms. Oberlin stated they would have to come up with a list. She further stated she thought Meridian Township may have a list of properties already, if not, it would be a good exercise for them to go through and have that list.

Commissioner Nolan asked if the approximate one hundred ninety properties affected by the study were already paying flood insurance, or if was determined by their location.

Ms. Oberlin stated she could not ask for Meridian Township’s flood insurance list, but the township could. She further stated she received a list once a year of who had flood insurance in the community, and only about 30% of residential properties and 40% of businesses that should have flood insurance, had flood insurance.

Ms. Oberlin stated even if the property owner did not have flood insurance because their property was paid off and they were not required to have it, by law, the next buyer of the property may need to have flood insurance. She further stated in a homeowner’s example using actuarial rates, an $110,000 house would be devalued by 60% if they had to pay flood insurance on top of the house payment.
Commissioner Nolan stated good public policy would be to get people to move out of the floodplain. She asked if that was the goal in Lansing.

Ms. Oberlin stated the City of Lansing’s goal was a zero pre-firm floodplain. She further stated a pre-firm house was built before the flood maps were created, so they were not compliant with floodplain regulations.

Ms. Oberlin stated the City of Lansing did not necessarily want to get all of their homeowners out of the floodplain, but they did want to make them all compliant with floodplain regulations, for example, to have the first floor above the Base Flood Elevation. She further stated there were steps homeowners could take to become compliant and safer, and then stay in the houses and neighborhoods they loved.

Commissioner Maiville asked if there was any potential benefit for County buildings and their insurance, specifically looking at the Potter Park Zoo.

Commissioner Nolan stated flood insurance for the Potter Park Zoo was currently about $23,000.

Mr. Dolehanty stated he did not believe the County owned the buildings or the land at the zoo.

Commissioner Nolan stated the County paid insurance there.

Mr. Dolehanty asked if that was so.

Commissioner Nolan stated it was $23,000 per year in insurance.

Commissioner Koenig stated she did not think the County would benefit in the case of Potter Park, because they were definitely in the floodplain.

Discussion.

Ms. Oberlin stated the insurance rates for Potter Park might be lower. She further stated she could not guarantee, but lowering the Base Flood Elevation by three feet was the USGS estimation.

Commissioner Koenig stated she thought it looked like a good deal, in terms of the amount of money that could be saved by the constituents. She further stated she recognized not everyone would get a reduction in insurance rates, but some constituents could be looking at a lot of money saved.

Commissioner Koenig stated Phase 1 of the study was only a $21,000 contribution from the County, so it was a small amount and she thought they should go ahead with it.

Commissioner Grebner stated the amounts could ultimately come back to the County or municipalities, because the assessed values of properties no longer in the floodplain would increase. He further stated the USGS made sets of maps that the municipalities’ assessors could
put together lists very quickly of the properties in the floodplain by overlaying it on their tax maps.

Discussion.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NOLAN, TO DRAFT A RESOLUTION TO PRESENT TO THE FINANCE COMMITTEE ON MAY 3, 2017, AUTHORIZING A SIX PERCENT CONTRIBUTION AMOUNTING TO $21,780 TO BE INCLUDED IN THE 2018 BUDGET.

Discussion.

THE MOTION CARRIED. Yeas: Celentino, Crenshaw, Maiville, Koenig, Nolan Nays: Grebner Absent: Sebolt

12. Board of Commissioners
c. Controller Update- IT virus

Mr. Dolehanty introduced the IT virus situation that had come about over the past few days. He stated that the program the IT Department had recently asked the Board of Commissioners for, Darkhorse, was the first alert that there was unusual activity in one department on Friday.

Mr. Dolehanty stated that Darkhorse did not identify the unusual activity as a virus or malware, it just identified that it was jumping from computer to computer in the department. He further stated the IT Department worked to eradicate it on Friday, but employees working on Saturday noticed unusual activity.

Commissioner Nolan asked what department the virus came from.

Mr. Dolehanty stated there were no reporters in the room so he would tell them it started in the Health Department. He further stated that the Prosecutor’s Office had noticed the issue on Saturday, when there were pop-up messages that the system was quarantining detected threats.

Mr. Dolehanty stated the IT Department realized the computers they thought they had fixed on Friday were re-infected, so they decided to shut everything down and not allow computers to turn back on until they could discover what was happening. He further stated that Meridian Township had volunteered their IT staff on Saturday, which was vital in helping to contain the virus, however it had begun re-infecting computers.

Mr. Dolehanty stated the IT Department believed they had finally contained the virus on the third generation of scrubbing, but they were monitoring the situation to make sure. He further stated there were initially 183 detected infections when they shut everything down, however that morning they had about three hundred detections, which they attributed to possibly when a computer was turned back on to get cleaned, it was getting counted as being infected again.
Mr. Dolehanty stated that the Sheriff’s Office and the 911 Center were completely immune to the virus. He further stated that a few years ago, in order to be eligible for a lien, they had to implement a much more secure system for those departments, and the viruses could not get through that firewall.

Mr. Dolehanty stated he strongly suggested that the IT Department propose the entire County system have this protection very soon. He further stated he appreciated that it was expensive, however the County had just lost a few days of productivity, and that was also expensive, so they would do some analysis and come back with what those options may be.

Mr. Dolehanty stated that about half of the County’s system had been restored currently. He further stated many employees had been working with alternate means, and either using personal computers or smartphones to do their work, so they were limping along and doing okay, and they could possibly last one more day without people getting too aggravated about it.

Mr. Dolehanty stated they should be up and running again very soon, and that productivity on the IT side was moving quicker because they could now scrub three machines at once. He further stated they had help from one of their vendors, who also worked with the Board of Water and Light last year when they had their problem.

Mr. Dolehanty stated Ingham County’s problem was not nearly as bad as BWL’s, but they could never say with 100% certainty that it would not get to the level of BWL’s problem. He further stated it looked like they had this under control, and no data or finances had been compromised.

Mr. Dolehanty stated it was a bit of malware that appeared as though it was waiting for a user to type some keyed-in sequences that looked like a bank, and then it would wake up and pay attention and possibly send the bank information back to whoever was on the other end of the malware. He further stated they believed they found Machine Zero, the one believed to have started the virus.

Mr. Dolehanty stated Machine Zero was one that left the office, as he liked to say, “went out into the wild and went feral for a couple of weeks, and then came back and got plugged in.” He further stated anything could have happened, but it looked like someone opened an email they should not have or clicked on a link they should not have.

Mr. Dolehanty stated that the virus latched onto the hard drive of Machine Zero, which made the process more difficult because it was not just the network they had to clean, it was individual machines. He further stated that machine had been discovered and it was in the hands of the forensics team at the Michigan State Police, and he was also notified that the Department of Homeland Security was now involved in the investigation.

Mr. Dolehanty stated DHS had some ideas they would like to share with the County, so they would be on a conference call with them tomorrow. He further stated it could be exciting to figure out where the virus came from.

Commissioner Nolan asked where Machine Zero came from.
Mr. Dolehanty stated the virus originated from a nurse’s laptop that had come from the Health Department, and it was nicely bedazzled and looked like it had been out in the wild.

Commissioner Nolan asked what that meant.

Mr. Dolehanty stated that unlike his computer that never left the County’s network, that computer went out, possibly to a clinic, or someplace else in the field when working with their clients. He further stated when they plugged the computer in in different places; it received a lot of exposure and potential bugs that could get into it.

Mr. Dolehanty stated he was thankful that they were at the second-best outcome, by containing the virus and not allowing it to compromise information. He further stated the best outcome would be the antivirus software being able to shut down the threat immediately.

Mr. Dolehanty stated it was a modern piece of malware, so while the County’s IT system was constantly updated, it might not have been updated enough to catch that malware and it snuck through. He further stated they would do a thorough analysis after the County’s computers were back up and running.

Mr. Dolehanty stated he needed to commend the IT staff for working so hard to address these issues day and night. He further stated some had not slept in days, and on Monday he suggested they divide into two shifts to allow them to get some rest, which made a big difference in their demeanor.

Mr. Dolehanty stated the vendor was working with them, as they were familiar with the system and had worked with them in the past, and they were helping to inoculate the system. He further stated they had received a call from Livingston County offering their IT staff, but they did not need it because the IT staff was becoming more efficient.

Mr. Dolehanty stated he hoped to get the call that the County would be completely up and running again tomorrow, and then they would start the process of analyzing what happened. He further stated he guessed it was just a wrong click on a link somewhere, which happened all the time.

Mr. Dolehanty stated an IT person was saying they had been fortunate that these things had not happened before. He further stated there had been one virus that had started about three years ago in roughly the same area in the Health Department, but they were able to quarantine and kill the infection very quickly.

Mr. Dolehanty stated the systems were working, but they just needed to keep up with them. He further stated they would be back to look at upgraded software, hopefully through the 2018 budget process.
Commissioner Maiville recalled Darkhorse had been proposed around the time Deb Fett, County Chief Information Officer, started. He asked whether Darkhorse was her idea, or if it was already in the works when she was hired.

Mr. Dolehanty stated that he believed it had already been in motion, and he recalled seeing the demo software that showed how many attacks they were getting. He further stated there were over a million attacks a day at times and this was one that got through.

Commissioner Koenig left at 7:02 p.m.

Commissioner Grebner stated the solution for the 911 Center may not be the best option for the rest of the County, since the system there was designed not to connect to the outside world. He further stated if they were trying to run web access for the public then 911 software may not work, but they may be able to get some lessons from them.

Commissioner Nolan asked what the total number of computers in the County was in comparison to the 183 and 300 infected computers.

Mr. Dolehanty stated there were 1604 computers in the County.

Discussion.

Chairperson Celentino stated he appreciated the Controller being transparent with the issue, both with staff and the media.

Announcements

Commissioner Crenshaw thanked the staff for working out the grievance with the Michigan Nurse’s Association.

Public Comment

Norma Bauer stated even though she had experience, she encouraged the Committee to consider Kasey Bey for the position on the Women’s Commission. She further stated she saw value in mentoring Ms. Bey, and attending the meetings as a member of the public, but the County could benefit from having younger voices at the table.

Adjournment

The meeting was adjourned at 7:05 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Prosecuting Attorney** - *Resolution to Approve Work Study Agreement with Michigan State University College of Law*

   The Prosecutor’s Office requests approval to an updated work study agreement with Michigan State University to provide legal interns for the Prosecutor’s Office. These interns provide an invaluable service to the Prosecutor’s Office. The Prosecuting Attorney’s Office has employed Michigan State University interns since 1998. An agreement with MSU is necessary to specify institutional responsibilities including accidents, injuries and reimbursement levels/procedures. Detroit College of Law at MSU utilizes Federal funding, providing fixed reimbursement/contribution rates at 75% and 25% with the Federal government reimbursing 75%.

2a. **Road Department** - *Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Road Department*

   Ingham Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. These projects involve approximately four miles of roadway at a total estimated cost of $133,200. A County Road Department allocation of $66,600 was reserved for local road improvement in Ingham Township pending Township approval of matching funds. Project costs that exceed $133,200 will be paid by Ingham Township.

2b. **Road Department** - *Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Road Department*

   Aurelius Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. These projects involve road work on approximately one mile of roadway at a total estimated cost of $45,000 and centerline striping at a total cost of $12,000. A County Road Department allocation of $29,182 was reserved for local road improvement in Aurelius Township pending Township approval of matching funds. Project costs that exceed $57,000 will be paid by Aurelius Township.

2c. **Road Department** - *Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department*

   Vevay Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. These projects involve approximately one mile of roadway at a total estimated cost of $40,000. A County Road Department allocation of $61,489 was reserved for local road improvement in Vevay Township pending Township approval of matching funds. If final project costs total less than $61,489, then cost savings will be split evenly between the Road Department and Vevay Township.
2d. **Road Department** - Resolution to Approve a Road Construction Project Agreement between the Michigan Department of Transportation and Ingham County

Ingham County received federal funding to resurface Elm Road from Grand River Avenue (M-43) to the I-96 overpass and Sherwood Road from Zimmer Road to Williamston Road. These two projects were packaged together as a single construction contract to take advantage of economy of scale benefits and to streamline federal inspection administration and reporting requirements. Ingham County must enter into an associated second party agreement with the State of Michigan/MDOT consistent with state and federal funding requirements. The Road Department recommends authorizing an agreement at a total estimated cost of $534,500, consisting of $375,000 in federal funding and $159,500 in County funds.

2e. **Road Department** - Resolution Authorizing the Purchase of a Taper Beam Low Boy Paver Trailer

The Road Department has a need for a larger lowboy trailer designed to transport the large asphalt paver and other heavy equipment. The existing lowboy trailer is too short and narrow to safely transport this equipment. The Department recommends purchase one 2017 Eager Beaver 50GSL-PT detachable gooseneck, taper beam lowboy from Southeastern Equipment of Holt at a cost of $59,650.

2f. **Road Department** - Resolution for Approval of the Preliminary Plat of Meadow Ridge (Phases 7+)

Meadow Ridge development is a 264-unit residential subdivision located south of Holt Road, east of Kahrs Road and west of Washington Road in Delhi Township. Approval of the subdivision has followed applicable statutory processes Phases 1-6 illustrated on the approved Preliminary Plat. The proprietor wishes to proceed with the next phase of the subdivision (Phases 7+) for the statutory two-year Preliminary Plat approval period.

2g. **Road Department** - Resolution to Absolutely Abandon and Discontinue a Portion of an Unnamed Alley Located within Urbandale Subdivision #1

The Road Department was petitioned to absolutely abandon and discontinue a portion of a public alley within Urbandale Subdivision #1. The petition was determined to meet applicable requirements of the Public Highways and Private Roads Act (MCL 224.18). Lansing Township adopted a resolution stating it did not object to the proposed abandonment. The Road Department seeks approval of a resolution to abandon this unnamed alley upon the condition that the rights, title, or easements for all public utilities, services, or facilities within, under, or over said alley are reserved and shall remain, if any.

2h. **Road Department** - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 13 projects (see attachment for permit list).

2i. **Road Department** - Road Department Reorganization (Discussion)

The Road Department proposes to reorganize through reclassification of a vacant Assistant Engineer position. This change will enable more efficient administration of anticipated workload increases associated with promised state budget appropriations. The contracted work will be designed, engineered, administered and overseen by the road department’s Engineering division.
The Reorganization Procedure Policy requires that Department Heads submit a discussion packet that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department Head will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.

3a. **Health Department - Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health**

The Health Department seeks approval of a resolution to authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health. The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,336,177 to $5,360,352, an increase of $24,175. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination: decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

The proposed resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. Compensation for all authorized positions will not exceed the $35,200 in WIC funding provided by the agreement.

3b. **Health Department - Resolution to Authorize the Reorganization of the Ingham County Health Department Community Health Centers**

The Health Department seeks authorization to reorganize for the purpose of achieving a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff. This model can be implemented in the health clinics by taking advantage of currently vacant positions, staff retirements, and attrition to maintain high quality of care and allow for improved utilization and customer service.

The proposed reorganization has been evaluated by Human Resources and they have concurred with the recommendations. The proposed reorganization is contingent upon the Board of Commissioners’ (BOC) authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration. Authorization for this agreement and letter of understanding has already been sent to the BOC for approval. This reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability.
ICHD will achieve an immediate cost savings of $33,483 by implementing this reorganization. However, the staffing efficiencies gained through the proposed reorganization will result in more significant savings long term and increased access to care for more underserved county residents. Overall, the proposal will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability. The proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services.

The resolution seeks approval of the following position conversion:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>601442</td>
<td>EHR Nurse Trainer</td>
<td>Nurse Clinical Educator</td>
</tr>
</tbody>
</table>

It also authorizes the conversion of existing vacant positions to new Medical Assistant I positions:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>New Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>601269</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601430</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601196</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601234</td>
<td>Nurse Assessor, 1.0 FTE MNA 2, $62,582 ($97,498 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($27,855)</td>
</tr>
<tr>
<td>601451</td>
<td>Nurse Case Manager, 0.5 FTE ICEA PHN 3, $33,791 ($52,370 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>$17,273</td>
</tr>
<tr>
<td>601466</td>
<td>PCMH Coordinator, 1.0 FTE MNA 3, $61,715 ($86,419 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($16,776)</td>
</tr>
</tbody>
</table>

Finally, it authorizes the following position be established from the cost savings gained through the above mentioned position conversions:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>New Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>N/A</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>$69,643</td>
</tr>
</tbody>
</table>
4. **Controller’s Office - Emergency Purchase Notice and Summary Report on Malware Incident (tentative)**

An emergency purchase order was issued to Dewpoint, Inc. to assist Innovation and Technology Department staff in their effort to eradicate a malware virus from County computers. This exercise was necessary to prevent potential loss or compromise of sensitive data. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works, and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

Depending on availability of necessary data, an emergency purchase memorandum and summary report will be distributed and presented at the Committee meeting.
MEMORANDUM:

TO: County Services and Finance Committee
FROM: Lisa McCormick, Chief Assistant Prosecutor
RE: Resolution to Approve Work Study Agreement with Michigan State University College of Law
DATE: April 27, 2017

The Ingham County Prosecutor’s Office is requesting approval to an updated work study agreement with Michigan State University to provide legal interns for the Prosecutor’s office. These interns provide an invaluable service to the Prosecutor’s Office. They work hand in hand with an Assistant Prosecutor (APA), appear in court with an APA and assist in research and case preparation. In exchange these interns learn the day to day operations of our office and how to be an effective APA. Many of our interns end up starting a career in prosecution based on the invaluable experience they obtain.

I have also asked Steve Kwasnik, President of the ICEA – APA union for approval since the interns do perform APA work. He also feels these interns provide a necessary service and the union supports the use of this program.

We have been using these interns since 1998. MSU wanted the contract renewed so the funding is already available and budgeted each year.
Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE WORK STUDY AGREEMENT WITH
MICHIGAN STATE UNIVERSITY COLLEGE OF LAW

WHEREAS, funding is available through Detroit College of Law at Michigan State University, Work Study Program; and

WHEREAS, the Work Study Program is a valuable asset to effective County government, and significantly within the County courts; and

WHEREAS, an agreement is necessary to specify their and our responsibilities including accidents, injuries and reimbursement levels/procedures; and

WHEREAS, Detroit College of Law at Michigan State University utilizes Federal funding, providing fixed reimbursement/contribution rates at 75%, 25% with the Federal government reimbursing 75%.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement between Ingham County and Detroit College of Law at Michigan State University for a Federally funded Work Study Employment Program providing 75% reimbursement to the County for the wages paid to persons participating in this employment program, and Ingham County’s payroll contribution is 25% + FICA.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make any necessary budget adjustments and that the Chairperson of the Board and the County Clerk are authorized to sign any agreement documents for this program consistent with this resolution and subject to the approval as to form by the County Attorney.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: April 24, 2017

RE: Resolution for 2017 Local Road Program Agreement Ingham Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Ingham Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolutions is therefore recommended.
Agenda Item 2a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH INGHAM TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, Ingham Township desires that improvements be performed on Clark Road from Columbia Road to M-36, a total distance of approximately 2 miles, and on Osborne Road also from Columbia Road to M-36, a total distance of approximately 2 miles, as part of the 2017 local road program, both segments to include asphalt maintenance skip-paving where necessary, and single course chip-sealing throughout at an estimated total cost of $133,200.00 for materials; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by road department crews without charge to the project for labor and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year without charge for labor to the project.

BE IT FURTHER RESOLVED, that for 2017 the County on behalf of the Road Department has allocated to Ingham Township’s local roads, a maximum sum of $22,200.00, plus carryover of unused prior year local road program funds in the amount of $44,400.00, for a total available in 2017 of $66,600.00 from the County Road Fund which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute half the final cost up to $66,600.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties for any final cost amount below $133,200.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Ingham Township to effect the above described local road improvements as provided above.
BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: April 18, 2017

RE: Resolution for 2017 Local Road Program Agreement Aurelius Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Aurelius Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolutions is therefore recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT
WITH AURELIUS TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, Aurelius Township desires that improvements be performed on Eifert Road, Toles to Bunker Roads, a distance of approximately 1.0 mile, as part of the 2017 local road program, to include asphalt maintenance skip-paving and wedging where necessary, and single course chip-sealing throughout at a total estimated cost of $45,000.00 for materials to be applied by Road Department crews; and

WHEREAS, Aurelius Township also desires to use local road matching program funds to fund 2017 biennial local road centerline restriping on local roads throughout Aurelius Township done by a contractor per bids to be let at an estimated cost of $12,000, for a total 2017 estimated program cost (Eifert road skip-paving and chip-sealing and local road striping) of $57,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund as indicated below and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum road department match contribution set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above at a total estimated cost of $57,000.00 and incorporated herein by reference to be performed by Road Department crews or contractor as indicated above during the 2017 construction season without charge for labor to the project.

BE IT FURTHER RESOLVED, that for 2017, the County on behalf of the Road Department has allocated to Aurelius Township’s local roads, a maximum sum of $22,200.00, plus carry-over from 2016 of $6,982.10, for a total available in 2017 of $29,182.10 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute half the final cost up to a maximum of $29,182.10 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Aurelius Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
       Ingham County Road Department

Date: April 24, 2017

RE: Resolution for 2017 Local Road Program Agreement Vevay Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Vevay Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolutions is therefore recommended.
WHEREAS, Vevay Township desires that improvements be performed on the easterly half mile of Sitts Road, between College Road and the City limits of Mason, 0.5 miles, and on Tomlinson Road between Jewitt and West Service Roads, also 0.5 miles, as part of the 2017 local road program, to include asphalt leveling and maintenance pads where necessary and single course chip-sealing throughout at a total estimated cost of $40,000.00 for materials to be applied by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be split between the parties up to twice the maximum road department match provided below, above which any further costs shall be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews without additional charge for labor to the project during the 2017 construction season.

BE IT FURTHER RESOLVED, that for 2017, the County on behalf of the Road Department has allocated to Vevay Township’s local roads, a maximum sum of $30,000.00, and carry-over from prior years of $31,488.72, for a total available in 2017 of $61,488.72 which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute half the final cost up to $61,488.72 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties for any final costs below $61,488.72.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Vevay Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
The Ingham County Road Department (ICRD) received federal funding to resurface Elm Road from Grand River Avenue (M-43) to the I-96 overpass and Sherwood Road from Zimmer Road to Williamston Road. The two projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements.

The two projects generally involve hot-mix-asphalt patching, drainage improvements, and chip-seal resurfacing. The estimated costs for the project are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal STP Urban Funding</td>
<td>$ 375,000</td>
</tr>
<tr>
<td>Road Department Match:</td>
<td>$ 159,500</td>
</tr>
<tr>
<td></td>
<td>$ 534,500</td>
</tr>
</tbody>
</table>

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement. Approval of the attached resolution is recommended.
WHEREAS, the Ingham County Road Department received federal funding to resurface Elm Road from Grand River Avenue (M-43) to the I-96 overpass and Sherwood Road from Zimmer Road to Williamston Road; and

WHEREAS, the two projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for both projects are as follows:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal STP Urban Funding</td>
<td>$375,000</td>
</tr>
<tr>
<td>Road Department Match</td>
<td>$159,500</td>
</tr>
<tr>
<td></td>
<td>$534,500</td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect resurfacing of Elm Road from Grand River Avenue (M-43) to the I-96 overpass and Sherwood Road from Zimmer Road to Williamston Road for a total estimated cost of $534,500, consisting of $375,000 in federal funding and $159,500 in Road Department funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Tom Gamez, Director of Operations, ICRD
DATE: May 1, 2017
SUBJECT: RFP No.101 -17: The purchase of one taper beam lowboy trailer.

The purpose of this correspondence is to support the attached RFP 101 -17 to purchase one detachable gooseneck, taper beam lowboy trailer for the ICRD.

The Road Department has a need for a larger lowboy trailer designed to transport the large asphalt paver and other heavy equipment, for paving and construction projects. The existing lowboy trailer is to narrow and short in length, to safely transport the larger paver and heavy equipment required for operations.

It is the Purchasing and Road Departments judgment as to which products are most advantageous for the County. This decision was based on a combination of engineering, availability of equipment, design of equipment, proven reliability, cost, and ergonomics of the trailer.

The lowest bid was submitted by a non-local vendor (All American Trailer sales) for $59,650. A registered local vendor (Southeastern Equipment) submitted a bid that was within 10% of $59,650. Southeastern has verified with the Purchasing Dept. their agreement to match the lowest bid.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for a 2012 or newer detachable gooseneck, taper beam lowboy trailer were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to purchase one 2017 Eager Beaver 50GSL-PT detachable gooseneck, taper beam lowboy from Southeastern Equipment 1776 Cedar Street Holt, Michigan 48842, at a cost of $59,650.

Based on the low trade-in offer of $3500, the existing 1978 Talbert lowboy trailer and will remain in the fleet to be used for moving small equipment and construction supplies. The 1978 Ford L9000 Single axle semi-tractor will be sold at auction, for a price yet to be determined. The funds will be placed in the equipment replacement fund.

Therefore approval of the attached resolution is recommended, to authorize purchase of the one Eager beaver detachable gooseneck, taper beam lowboy trailer for the Road Department.
TO:    Tom Gamez, Director of Operations ICRD
FROM:   James Hudgins, Director of Purchasing
DATE:  April 28, 2017
RE: Memorandum of performance for ITB No. 101-17: New or Used (2012 or Newer) Low Boy Trailer – Taper Beam

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of purchasing one (1) New or Used (2012 or newer) Lowboy Trailer – Taper Beam to haul an asphalt paver. This will be a one-time order with delivery (F.O.B. destination) Ingham County Road Department. The Ingham County Road Department is also looking to trade-in a 1978 Ford L9000 Single Axle Semi-Tractor with approximately 170,000 miles and a 1978 Talbert Low-Boy Trailer.

The ITB was advertised in the Lansing State Journal and posted on the following websites: Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE); and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>27</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Trade-In Allowance</th>
<th>Total Cost of One (1) New or Used Low-Boy Trailer minus Trade-in: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>All American Trailer</td>
<td>No, Lantana, FL.</td>
<td>$</td>
<td>59,650.00</td>
</tr>
<tr>
<td>Southeastern</td>
<td>Yes, Holt, MI</td>
<td>$ 3,500.00</td>
<td>58,700.00</td>
</tr>
<tr>
<td>AIS Construction</td>
<td>Yes, Lansing, MI</td>
<td>$ 9,000.00</td>
<td>63,000.00</td>
</tr>
<tr>
<td>Alta Equipment</td>
<td>No, Lansing (Eaton County)</td>
<td>$ 8,000.00</td>
<td>75,425.60</td>
</tr>
<tr>
<td>Michigan Cat</td>
<td>No, Lansing (Eaton County)</td>
<td>$ 8,000.00</td>
<td>67,780.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF A TAPER BEAM LOW BOY PAVER TRAILER

WHEREAS, the Road Department has a need for a larger lowboy trailer designed to transport the large asphalt paver and other heavy equipment, for paving and construction projects; and

WHEREAS, the Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance equipment purchases; and

WHEREAS, bids for a 2012 or newer detachable gooseneck, taper beam lowboy trailer, with optional trade-in of an existing semi-tractor and trailer, were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to purchase one 2017 Eager Beaver 50GSL-PT detachable gooseneck, taper beam lowboy from Southeastern Equipment 1776 Cedar Street Holt, Michigan 48842, at a cost of $59,650; and

WHEREAS, based on the low trade-in offer. The existing 1978 Talbert lowboy trailer and will remain in the fleet to be used for moving small equipment and construction supplies. The 1978 Ford L9000 Single axle semi-tractor will be sold at auction, for a price yet to be determined. The funds will be placed in the equipment replacement fund; and

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of one 2017 Eager Beaver 50GSL-PT detachable gooseneck, taper beam lowboy from Southeastern Equipment 1776 Cedar Street Holt, Michigan 48842, at a cost not to exceed $59,650.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
TO:          Board of Commissioners, County Services Committee

FROM:        Robert Peterson, Director of Engineering, Road Department

DATE:        April 21, 2017

SUBJECT:     Meadow Ridge Subdivision Preliminary Plat Approval

For the County Services Committee meeting agenda of May 16, 2017
For the BOC meeting agenda of May 23, 2017

Background:  Much of the process by which a platted subdivision is developed follows state statute. The process essentially starts with development of a preliminary plat that shows the overall configuration of the subdivision, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development. Once a preliminary plat is approved by the public stakeholders, (Township, Road Department, Drain Commissioner, etc.) the proprietor can then develop construction plans, based on the approved preliminary plat. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process is normally initiated to make the roads, drains, and utilities public.

The recently submitted Meadow Ridge Preliminary Plat illustrates a 42 unit single-family subdivision behind a row of commercial properties. The new plat is part of a 222 unit residential subdivision located south of Holt Road, east of Kahres Road and west of Washington Road. The subdivision is part of the Northeast ¼ of Section 20, Delhi Township, Ingham County, Michigan. The subdivision’s development has followed the process described above for six of its eight to ten phases of construction.

The new Meadow Ridge Preliminary Plat represents a refinement of the original preliminary plat that dates back to July of 2000. The original preliminary plat shows a road system with the surrounding land use as a “future PUD” (planned unit development) in the area where the remaining phases of development are proposed. The proprietor has abandoned the PUD concept and has submitted this new preliminary plat consisting of single-family residential lots behind a row of commercial properties along its Holt Road frontage.

The reason for this memo is to approve the recently submitted Meadow Ridge Preliminary Plat because of the new land use layout and refined public roadway configurations. Also, the original two-year preliminary plat approval period has expired. The proprietor, Delhi, Inc., is requesting approval.

Approval of the Preliminary Plat of Meadow Ridge (Phases 7+) is recommended.
WHEREAS, the recently submitted Meadow Ridge Preliminary Plat illustrates a 42 unit single-family subdivision behind a row of commercial properties along its Holt Road Frontage; and

WHEREAS, the new plat is part of a 222 unit residential subdivision located south of Holt Road, east of Kahres Road and west of Washington Road. The subdivision is part of the Northeast ¼ of Section 20, Delhi Township, Ingham County, Michigan; and

WHEREAS, the recently submitted Meadow Ridge Preliminary Plat represents a refinement of the original preliminary plat that dates back to July of 2000; and

WHEREAS, Phases 1 through 6 of the Meadow Ridge subdivision has been built and the roads accepted into the county road system; and

WHEREAS, the proprietor, Delhi, Inc., is requesting approval of the recently submitted Preliminary Plat of Meadow Ridge because of the new land use layout and refined public roadway configuration.

THEREFORE BE IT RESOLVED, that upon the recommendation of the Ingham County Highway Engineer, the Ingham County Board of Commissioners approves the Preliminary Plat of Meadow Ridge (Phases 7+) for a period of two years, in accordance with state statute.
TO: Board of Commissioners, County Services Committee

FROM: Robert Peterson, P.E., County Highway Engineer, Road Department

DATE: April 20, 2017

SUBJECT: Abandonment of the unnamed public alley located in Urbandale Subdivision #1, Section 14, Lansing Township, Ingham County, Michigan.

For the County Services Committee meeting agenda in May 16, 2017
For the BOC meeting agenda in May 23, 2017

Public road right-of-way abandonment requests are governed by state statute MCL 224.18, which is part of Public Act 283 of 1909, commonly referred to as the County Road Law. The relevant portions of MCL 224.18 are as follows:

“(3) The board of county road commissioners of any county that has adopted the county road system, at any time, may either relinquish jurisdiction of or absolutely abandon and discontinue any county road, or any part of a county road, by a resolution adopted by a majority vote. The vote of the county road commissioners in respect to either relinquishment of jurisdiction or absolute abandonment and discontinuance shall be taken and entered, and notice given, in the same manner as required in this section in cases in which county roads are adopted. After proceedings to relinquish jurisdiction have been had, the jurisdiction and control of the road, or part of the road, except as otherwise provided in this section, shall revert to the municipality within which the road is situated, and the county shall be relieved of the responsibility for the road. After proceedings to abandon absolutely and discontinue, the road or part of the road shall cease to exist as a public highway unless the unit of government that acquires the property or control of the property permits use as a public highway. Subject to subsection (8), the board, at the time of the passage of a resolution to abandon absolutely and discontinue any portion of a highway under its jurisdiction, shall determine in the resolution that it is in the best interests of the public that the highway or portion of the highway be absolutely abandoned and discontinued. The board shall cause a true copy of every resolution or other proceeding containing an accurate description of the lands comprising the highway or portion of the highway that has been absolutely abandoned and discontinued to be recorded in the office of the register of deeds for the county where the lands are situated.

(4) The board of county road commissioners shall not absolutely abandon and discontinue any highway, or part of a highway, except as provided in this section, upon the written petition of 7 or more freeholders of the township in which the road is sought to be absolutely abandoned and discontinued. The petition for absolutely abandoning and discontinuing a highway shall describe the road in general terms or by any name by which it is known, and if the absolute abandonment and discontinuance of only a portion of a road is asked for, that portion shall be specified. The petition shall be accompanied by a true and correct list of the names and mailing addresses of the occupants of each parcel of land abutting the highway, or portion of the highway, sought to be absolutely abandoned and discontinued, which list shall be certified to under oath by 1 of the persons making or presenting the petition.
If a petition for absolute abandonment and discontinuance of a road or portion of a road contains the signatures of all of the owners of record and occupants of land abutting the road, as ascertained from the records in the office of the register of deeds and the certified list provided for in subsection (4), the board of county road commissioners shall, within 20 days after receiving the petition, subject to subsection (8), determine the advisability of the abandonment and discontinuance and either grant or deny the petition without further proceedings. In all other cases the board shall, within 20 days after receiving a petition, issue a written notice stating the object of the petition and appointing a time and place of hearing, which notice shall be served on the township board of the township in which the road is situated and on the owners of record and occupants of lands through or adjoining which it is proposed to absolutely abandon and discontinue the road, by mailing a copy of the notice by first-class mail to the township board of the township in which the road is situated and to the residence of each owner of record or occupant at his or her last known address at least 30 days before the time of hearing.

The board of county road commissioners or the superintendent or engineer employed by the board shall proceed to view the premises described in the petition and notice, and the board shall ascertain the necessity or advisability of absolutely abandoning and discontinuing the highway pursuant to the petition.

Subject to subsection (5), if the board of county road commissioners determines pursuant to this section to abandon any county road or portion of a county road to a township, it shall quitclaim deed the property if the interest is nontransferable to the township. The township shall either retain the property or allow it to revert to the adjoining landowners.

The board of county road commissioners may reserve an easement for public utility purposes within the right-of-way of any road absolutely abandoned and discontinued under this section and may, by resolution, extinguish any easement so reserved whenever the easement ceases to be used for public utility purposes.”

Pursuant to MCL 224.18(5), the abandonment petition did contain the signatures of all of the owners of record and occupants of land abutting the portion of the alley to be abandoned, which alleviates the need to hold a public hearing.

The Charter Township of Lansing resolved to not object to the proposed abandonment at its April 18, 2017 Board of Trustee’s meeting. So, in summary, the petition was found to meet all the requirements of MCL 224.18 (P.A. 283 of 1909), as amended, and township approval.

Pursuant to MCL 224.18(7), I have viewed the premises and hereby advise the Board to grant the abandonment and discontinuation of the public alley between lots 458, 459, 460, and lots 491, 492, 493 within Urbandale Subdivision #1, Section 14, Lansing Township, Ingham County, Michigan.

Approval of the attached resolution is recommended.
Charter Township of Lansing
Board of Trustees
Resolution 17-9

A regular meeting of the Board of Trustees of the Charter Township of Lansing was held in the Administration Building, 3209 West Michigan Avenue, Lansing, Michigan, on Tuesday, the 18th day of April, 2017 at 7:00 o’clock in the evening.

Present: Board Members: Hayes, Aten, Rodgers, Broughton, Harris, McKenzie, DeLay

Absent: None

The following preamble and resolution were offered by Board Member Broughton and supported by Board Member McKenzie:

WHEREAS, The Ingham County Road Department received a petition to abandon approximately 95 feet of the public alley which lies under an existing building between lots 458, 459, 460 and lots 491, 492, 493 within Urbandale Subdivision #1, Section 14, Lansing Township, Ingham County, Michigan, and

WHEREAS, The Ingham County Road Department has found the petition to be valid pursuant to MCL 224.18, and

WHEREAS, As all owners of the land abutting the portion of the alley sought to be abandoned have signed the Petition, no public hearing is required per MCL 224.18(5).

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Lansing Board of Trustees does not object to the proposed abandonment and does not wish to take possession of the abandoned property for Township purposes.

Roll call vote: Ayes: Rodgers, DeLay, Harris, Broughton, Aten, McKenzie, Hayes
Nays: None
Resolution declared adopted on 4/18/2017

Susan L. Aten
Clerk
Charter Township of Lansing
Agenda Item 2g

Introduced by the County Services Committee of the:

INGERHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ABSOLUTELY ABANDON AND DISCONTINUE A PORTION OF AN UNNAMED ALLEY LOCATED WITHIN URBANDALE SUBDIVISION #1

WHEREAS, the Ingham County Road Department has been petitioned by seven or more freeholders of the Township of Lansing to absolutely abandon and discontinue a portion of an public alley between lots 458, 459, 460, and lots 491, 492, 493 within Urbandale Subdivision #1, Section 14, Lansing Township, Ingham County, Michigan; and

WHEREAS, said petition was accompanied by a true and correct list of the names and mailing addresses of the occupants abutting the portion of alley sought to be absolutely abandoned and discontinued; and

WHEREAS, said petition was found to meet the requirements of MCL 224.18 (P.A. 283 of 1909), as amended; and

WHEREAS, a copy of Resolution 17-9, adopted by the Lansing Charter Township Board at their April 18, 2017 meeting, has also been received that does not object to said abandonment; and

WHEREAS, Robert Peterson, P.E., Ingham County Highway Engineer, viewed the premises and hereby advises the Board to grant the abandonment and discontinuation of the public alley between lots 458, 459, 460, and lots 491, 492, 493 within Urbandale Subdivision #1, Section 14, Lansing Township, Ingham County, Michigan; and

WHEREAS, the Board of Ingham County Commissioners have determined it to be in the best interest of the public that the portion of alley be absolutely abandoned and discontinued.

THEREFORE BE IT RESOLVED, that the alley between lots 458, 459, 460, and lots 491, 492, 493 within Urbandale Subdivision #1, Section 14, Lansing Township, Ingham County, Michigan shall be absolutely abandoned and discontinued.

BE IT FURTHER RESOLVED, that said portion of alley is absolutely abandoned and discontinued upon the condition that the rights, title, or easements for all public utilities, services, or facilities within, under, or over said alley are reserved and shall remain, if any.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 2, 2017 as submitted.
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<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<td>JACKSON DEAN CONSTRUCTION</td>
<td>PUBLIC ROAD CONST</td>
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<td>ANNUAL PERMIT</td>
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<td>SPECIAL EVENT</td>
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<td>CABLE/ UG</td>
<td>JOLLY RD &amp; WOODLAKE DR</td>
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MANAGING DIRECTOR: ______________________________
To: County Services Committee

From: William Conklin, Managing Director
      Road Department

Date: May 4, 2017

RE: Proposed Minor Re-organization
   Road Department Engineering Division
   One Engineering Position Reclassification

Per the County’s re-organization procedure, this memo and the following are being submitted for consideration of reclassifying one currently vacant Assistant Engineer position from Managerial-Confidential (MCF) Road grade 3 to grade 5 in the Road Department’s Engineering Division:

Explanation:

HR Classification Packet-attached including HR analysis memo, existing and proposed job descriptions.

Budget Office Personnel Cost Projection-attached.

Current Road Department Organizational Chart-attached.

Explanation:

The state has passed legislation to increase road funding starting with an estimated 25% increase in 2017, 36% increase in 2018, and possibly more in 2019 and beyond depending on future state budget appropriations. This will enable the road department to administer substantially more county road improvements in both maintenance performed by department staff and in contracted projects performed by contractors. The contracted work is designed, engineered, administered and overseen by the road department’s Engineering division.

With the increase in contracted work, the Engineering work load will increase substantially. As the Assistant Engineer position was recently vacated, road department staff wishes to take this opportunity in preparation for the increased work load to reclassify this position to a higher responsibility level and commensurate compensation grade in order to attract and hire an engineer able to handle more responsibility than expected in the current position.

This position is not in a bargaining unit and therefore is included in the Managerial-Confidential (MCF) staff group. The proposed reclassification is from MCF Road grade 3 to grade 5. With the increasing state road funding, the road department budget will be sufficient to fund this cost increase.
Note that two similar but slightly different job descriptions are attached relating to the single subject position—one more focused on design engineering and one more focused on construction engineering. Although the road department has only one Assistant Engineer position, upon approval of this reclassification, the job posting will include both job descriptions for the one opening as we are interested in an engineer with either a road design or road construction background. Therefore to broaden the recruitment effort, both descriptions will be included in the one posting for one available position, and this will be explained in the heading of the posting.

Upon Committee approval, a resolution will be offered to approve this re-organization.
TO: Bill Conklin, Managing Director – Road Department

FROM: Beth Bliesener, Employment Specialist

DATE: 5-2-17

RE: Memo of analysis for re-organization

The Ingham County Road Department is reorganizing to enhance their ability to complete road projects. As such, HR can confirm the following:

Position Assistant Engineer, is currently vacant. The Road Department would like to eliminate this position and reinstate two previous job descriptions, Project Engineer – Design and Project Engineer - Construction. The essential functions have been updated and reflect the work that needs to be performed to meet the needs of the road department. After analysis, the job will be compensated at a MCF Road 5.

Human Resources will post both job descriptions to find the most qualified applicant with details entailing that one position is available; however we are looking for candidates with Design or Construction experience that could fill one of the two job descriptions.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).
PROJECT ENGINEER – DESIGN
ROAD DEPARTMENT

INGHAM COUNTY
JOB DESCRIPTION

General Summary:
Under the supervision of the Assistant Director of Engineering performs a variety of tasks related
to the design of road and bridge improvements, construction projects and traffic engineering.
Work assignments may involve all phases of the engineering function from the initial feasibility
study through final implementation and construction. Oversees and coordinates the activities of
assigned technical personnel in drawing plans, writing specifications and with the acquisition of
rights of way. Works with parties, affected by construction projects or maintenance projects to
adjust project design to conform to field conditions and meet needs and concerns. Attends
project public hearings and engages the public regarding proposed construction projects. Assist
with planning and organizing work of Engineering Technicians on a project basis. Monitors
project expenditures and maintains project budgets.

Essential Functions:
1. Oversees and coordinates project level activities of technical personnel in drawing plans,
writing specifications and the acquisition of rights of way. Develops design plans within
budget and time constraints. Offers technical assistance for construction projects in progress
and upon completion.

2. Analyzes field data collected at project sites and uses engineering design guidelines to
design, draw plans and develop specifications for road and bridge improvement projects.

3. Works with consultants, when appropriate, to design projects. Reviews construction plans
and specifications for construction projects. Prepares bid documents and specifications for
contracted work. Maintains project files, updating them as work progresses and prepares pay
estimates.

4. Works with various state and federal agencies to comply with reporting requirements on
projects that are partially or totally funded by those agencies. Reports include preliminary
design, grade inspection, final design, drawing and bid document submission and letting the
project for bid. Monitors and reports project budgets by funding source.

5. Oversees and coordinates acquisition of rights of way needed for completion of Road
Department projects including meeting and negotiating with property owners. Works with
department counsel and senior staff on legal matter pertaining to right of way issues.

6. Works to determine actual field conditions and helps adjust project design to fit those
conditions. Performs design engineering as assigned, including assisting technical personnel
in drawing plans, writing specifications and the acquisition of rights of way. Assists senior
staff with parties affected by road projects, when applicable, alters design to address the
concerns of adjacent property owners, drain commission, utility companies and other impacted organizations.

7. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.

8. Provides information to the public and attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.

9. Provides technology assistance in modifying computer-aided design and drafting (CADD) software to maximize staff efficiency.

10. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates technical staff of changes in engineering standards.

11. Executes the responsibilities of the Assistant Director of Engineer when absent, according to lawful and ethical standards.

**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

**Employment Qualifications:**

**Education:** Possession of a Bachelor’s Degree in Civil Engineering or related is required.

**Experience:** A minimum of 4 years of progressively more responsible civil engineering experience in road design and construction. Registration as a Professional Engineer in Michigan is required.

**Other Requirements:**
- Possession of a valid Michigan driver’s license.
- The position requires the proficient use of word processing, spreadsheet software, and software programs such as MERL, MicroStation and GEOPAK. Knowledge of software programs such as FieldBook, and FieldManager is highly desirable.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or...
promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, etc.

3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.

4. This position operates power hand tools such as drills, etc.

5. This position is exposed to a variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

7. This position is exposed to noise levels which require shouting in order to be heard.

8. This position is exposed to vibrations and oscillating movements.

9. This position is exposed to close quarters which could cause claustrophobia such as manholes, pipelines, etc.

10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in walking, traverse climbing, twisting and bending, stooping, squatting, kneeling, crawling, lifting, and carrying.
- This position’s physical requirements require continuous stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

MCF Road 5
May 2017
PROJECT ENGINEER – CONSTRUCTION
ROAD DEPARTMENT

INGHAM COUNTY
JOB DESCRIPTION

General Summary:
Under the supervision of the Assistant Director of Engineering performs a variety of tasks related to the design of road and bridge improvements, construction projects and traffic engineering. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation and construction. Oversees and coordinates the activities of assigned technical personnel in construction layout, project inspection, material testing, populating construction files, project reporting, and closeout. Works with parties, affected by construction projects or maintenance projects to adjust project construction to conform to field conditions and meet needs and concerns. Attends project public hearings and engages the public regarding proposed construction projects. Assist with planning and organizing work of Engineering Technicians on project basis. Monitors project expenditures and maintains project budgets.

Essential Functions:
1. Oversees and coordinates the activities of assigned technical personnel in construction layout, project inspection, material testing, populating construction files, project reporting, and closeout. Develops and evaluates construction methods and schedules in accordance with project budget and time constraints. Inspects construction projects in progress and upon completion.

2. Reviews construction plans and specifications for construction projects. Maintains project files updating them as work progresses and prepares pay estimates. Oversees and coordinates department construction projects to ensure an operational and durable end product. Prepares pay estimates, and monitors costs to ensure budget constraint.

3. Works with consultants, when appropriate, to oversee consultant designed construction projects. Evaluates consultant generated plans and specifications to ensure the buildable aspect of projects. May inspect construction projects in progress and upon completion.

4. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Responds to questions from contractors, developers, engineers, road department staff and the general public regarding road department construction and specifications. Ensures quality of workmanship and materials, resolves conflicts and responds to citizen concerns.

5. Uses professional engineering principles, training, and experience to evaluate problems at construction or maintenance sites, including but not limited to, issues such as soil erosion and sedimentation, drainage, and catch basin locations. Determines appropriate courses of action to resolve problems. Meets and negotiates with parties affected by road projects and when possible proposes remedies for stakeholders concerns.
6. Works to determine actual field conditions and helps adjusts project design to fit those conditions. Performs construction engineering as assigned, including inspection duties.

7. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.

8. Provides information to the public and attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.

9. Provides technology assistance in modifying computer-aided design and drafting (CADD) software to maximize staff efficiency.

10. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates technical staff of changes in engineering standards.

11. Executes the responsibilities of the Assistant Director of Engineer when absent, according to lawful and ethical standards.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor’s Degree in Civil Engineering or related is required.

Experience: A minimum of 4 years of progressively more responsible civil engineering experience in road design and construction. Registration as a Professional Engineer in Michigan is required.

Other Requirements:
- Possession of a valid Michigan driver’s license.
- The position requires the proficient use of word processing, spreadsheet software, and software programs such as MERL, FieldBook, and FieldManager. Knowledge of software programs such as MicroStation and GEOPAK is highly desirable.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job.)
description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, tractors, etc.

3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.

4. This position operates power hand tools such as drills, etc.

5. This position is exposed to a variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

7. This position is exposed to noise levels which require shouting in order to be heard.

8. This position is exposed to vibrations and oscillating movements.

9. This position is exposed to close quarters which could cause claustrophobia such as manholes, pipelines, etc.

10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

- This position's physical requirements require regular stamina in walking, traverse climbing, twisting and bending, stooping, squatting, kneeling, crawling, lifting, and carrying.

- This position’s physical requirements require continuous stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.

- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

MCF Road 5
May 2017
# 2017 PERSONNEL COST PROJECTION

Ingham County Road Department

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ORGANIZATION CHART
INGHAM COUNTY ROAD DEPARTMENT

Board of Ingham County Commissioners

Receptionist & Public Relations Coord.

Managing Director

Director of Engineering & County Highway Engineer

- Design Engineer
  - Senior Engineering Tech.
  - Assistant Engineer
  - Surveyor
  - Eastern District Supervisor
    - Eastern District
      - 12 Employees
    - Metro District Supervisor
      - Metro District
        - 12 Employees
  - Engineering Technician II

Director of Operations

- Western District Supervisor
  - Western District
    - 15 Employees
  - Mason Shop Mechanics
    - 6 Employees
  - Buildings & Grounds
    - 1 employee

Engr./Permits Secretary & Weighmaster

- Sign & Signal Shop Supervisor
  - Sign & Signal Shop
    - 3 Employees
  - Signal Technician
  - Engineering Technician II
  - Engineering Technician II

2 Finance Clerks assigned full time, and one Accountant assigned part-time to road department report to County Finance Director Jill Rhode.
2 Purchasing staff assigned full time to road department report to County Purchasing Director Jim Hughes.
One HR Specialist assigned part-time to road department reports to County HR Director Travis Parsons.

Road Dept. organizational chart as of May, 2017
TO:    Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: April 13, 2017
SUBJECT: FY 17 State of Michigan Comprehensive Agreement Amendment # 3
For the meeting agenda of May 1, 2017, May 2, 2017 and May 3, 2017

BACKGROUND
The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339, Amendment #1 in Resolution 16-494 and Amendment # 2 in Resolution 17-034.

ALTERNATIVES
There are no other alternatives.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,336,177 to $5,360,352, an increase of $24,175. The amendment makes the following specific changes in the budget:

   - Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
   - Family Planning Services: increase of $20,000 from $256,392 to $276,392
   - Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
   - WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
   - WISEWOMAN: increase of $24,000 from $30,000 to $54,000
   - Breast & Cervical Cancer Control Coordination: decrease of $53,375 from $280,000 to $226,625
   - Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
   - Wise Choices: decrease of $22,500 from $22,500 to $0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. The compensation for all authorized positions will not exceed the $35,200 in WIC funding provided by the agreement.

OTHER CONSIDERATIONS
There are no other considerations

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with MDHSS.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution # 16-494; and Amendment # 2 in Resolution $17-034; and

WHEREAS, the MDHHS has proposed amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,336,177 to $5,360,352, an increase of $24,175.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination; decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant, as well as a temporary .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant, with compensation for all authorized positions not to exceed the $35,200 in WIC funding provided by the agreement.
BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #3 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2017 Budget in order to implement this resolution.
TO: Board of Commissioners Human Services, County Services, & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 1, 2017
SUBJECT: Ingham County Health Department Community Health Center Reorganization

For the meeting agendas of May 15, 2017, May 16, 2017, & May 17, 2017

BACKGROUND

The Ingham Community Health Centers (ICHC) have been operating under a model that has a higher cost per patient than other Federally Qualified Health Centers or local primary care practices. Ingham County Health Department (ICHD) seeks a reorganization to achieve a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff. This model can be implemented in ICHC by taking advantage of currently vacant positions, staff retirements, and attrition to maintain high quality of care and allow for improved utilization and customer service.

The proposed reorganization has been evaluated by Human Resources and they have concurred with the recommendations. The proposed reorganization is contingent upon the Board of Commissioners’ (BOC) authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration. Authorization for this agreement and letter of understanding has already been sent to the BOC for approval. This reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
ICHD will achieve an immediate cost savings of $33,483 by implementing this reorganization. However, the staffing efficiencies gained through the proposed reorganization will result in more significant savings long term and increased access to care for more underserved county residents. Overall, the proposal will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability. The proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the proposed reorganization of ICHC operations within ICHD.
TO: Russ Kolski, Deputy Health Officer
FROM: Joan Clous, Human Resources Specialist
DATE: 4/28/17
RE: Support for Reorganization

Per your request, Human Resources has reviewed the changes to the following position descriptions as part of the reorganization of the Health Department:

Medical Assistant 1 which is appropriately placed within the UAW bargaining unit and compensated at the UAW salary range of D ($32,080.14 - $38,190.64). The UAW has been notified of the changes and they are in support of the changes to the job description and salary placement.

EHR Nurse/Trainer was evaluated and will be changed to Clinical Educator and will be appropriately placed within the MNA bargaining unit and compensated at the MNA salary range of 3 ($56,864.05 - $68,264.25). The MNA has been notified of the changes and they are in support of the changes to the job description and salary placement.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposed reorganization. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me 887-4374.
Memorandum

To: Joan Clous, Ingham County Health Resource Specialist and
Russ Kolski, Deputy Health Officer, Community Health Centers Executive Director
From: Kathy Kacynski MS, RN President Ingham County Health Department Michigan Nurses’ Association (MNA) Bargaining Unit President
Subject: Clinical Educator Job Description and Lateral Job Transfer into newly created Clinical Educator Job Description
Date: 04/28/2017

In my capacity as MNA bargaining unit president I have reviewed the attached Clinical Educator job description and support it going forward as written. It is understood by the MNA Bargaining Unit that this is a modification of a current job description, Electronic Health Records Nurse/Trainer and not a new position. Thank you for your attention in this matter.
This is the email from the UAW with their endorsement of the changes to the job description for the MAs. Please include this with you packet to the Board for your Re-org.

Joan

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From: Clous, Joan  
Sent: Friday, April 28, 2017 9:14 AM  
To: Scott, Anne  
Cc: Kohli, Russell  
Subject: FW: New Medical Assistant 1 JD

The UAW is in agreement with the attached job description changes. Please note this job description applies to all new hires and those medical assistants that complete the HR training per the LOU regarding the administration of medications. All current medical assistants will stay in the old job description until such time.

Joan

---

Sally Auer  
Chairperson Ingham County Unit  
UAW Local 2256  
(517) 483-6209 – Office  
(517) 574-8548 – Cellular

---

Sally,  

Attached please find the medical assistant 1 JD that was discussed and will be part of the LOU. Please review and let me know if the UAW is in agreement with this job description.

Thanks  

Joan Clous  
Human Resources Specialist  
517-887-4374 – Office  
517-887-4396 – Fax

“Never have a battle of wits with an unarmed person.”
INGHAM COUNTY
JOB DESCRIPTION
Clinical Educator

General Summary:

Under the supervision of the Clinical Services Manager, provides and/or coordinates staff development and education for all non-provider clinical staff in the Ingham Community Health Centers. Fosters standardization and excellent customer service through initial staff clinical orientation, ongoing staff education and annual staff competency assessment. Acts as a model of professional behavior and collaborates with supervisory and quality department staff to integrate the Patient Centered Medical care into all support staff activities.

Essential Functions:

1. Coordinate all aspects of clinical education for all non-provider clinical support staff. Assess patient care given by non-provider clinical staff and develop staff education/development plans based on assessment.

2. Coordinate and provide new employee clinical orientation and in-service education, which includes participating in the development, review and editing of orientation content, as well as training related to standardized clinical and Patient Centered Medical Home (PCMH) workflow.

3. Document non-provider clinical staff orientation as needed for new assignments, transfers or refreshers. Record skills assessed and trained using a standardized tool documenting competency, as well as any other training needs identified. Communicate identified training challenges and needs to the appropriate Ingham Community Health Center Supervisor as needed.

4. Participate in the ongoing development and maintenance of a preceptor program at health centers for non-provider clinical staff.

5. Coordinate annual non-provider clinical staff assessment, training and documentation to ensure competency and training compliance for regulatory or accreditation purposes.

6. Create and maintain evidence-bases education materials as needed for new employee clinical orientation and clinical training.

7. Maintain clinical competency in order to provide up-to-date and relevant clinical education.

8. Complete all trainings mandated by the county for this position, including but not limited to, use of NextGen and designated HealthStream courses.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)
**Employment Qualifications:**

**Education:** A Bachelor’s Degree in Nursing and 2 years of clinical experience.
OR
An Associate’s Degree in Nursing and 3 years of clinical experience.

**Experience:** Six months experience using an electronic health record system is also preferred.

**Other Requirements:** Must possess a current license to practice as a Registered Nurse in the State of Michigan.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel between health centers for trainings and meetings.

**Physical Requirements**
1. This position requires the ability to sit, stand, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type and, endure repetitive movements of the wrists, hands or fingers.
2. This position’s physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers. This position’s physical requirements require regular stamina in traversing, grasping and handling. This position’s physical requirements require little to no stamina in standing, lifting, carrying, pushing, pulling, reaching and pinching.
3. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
4. This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
5. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
6. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
7. This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*
INGHAM COUNTY
JOB DESCRIPTION
MEDICAL ASSISTANT I

**General Summary:** Under the supervision of a Health Center Supervisor, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through the clinic. Upon direction of the provider conducts various tests to identify health problems in patients. May determine eligibility for center services. Tasks include conducting initial interviews, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

**Essential Functions:**

9. Receives patients and their families at a health center or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.

10. Prepares patients for examination by escorting them to examination rooms, documenting complaints and symptoms. Taking vital signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight and pediatric head circumference. Records vital statistics and relevant visit information in patient electronic health record (EHR).

11. Arranges for specialized testing, medical procedures and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist’s offices, hospitals, labs or other facilities to make appointments as needed. Contacts patients or caregivers to inform them of appointments. Completes paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.

12. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.

13. Assist health care professionals conducting medical examinations as required.

14. Collects specimens such as blood, urine and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (ICHC) quality assurance training and documents within EHR. May prepare specimens to be sent to outside laboratories.

15. Administers medications and injections safely following established standards, policies and procedures.

16. Documents all care and communication within the EHR per training and established procedure.

17. Provides care following established procedure under the Patient-Centered Medical Home model of care.

18. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.

19. Assists other support staff as necessary and performs a variety of clerical, record keeping and account keeping assignments.

20. Provides all care and communication according to the Health Department Core Values.

21. Attends staff meetings and trainings as assigned.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*
Employment Qualifications:

Education: Possession of a high school diploma or equivalent. Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance. Current CPR training must be maintained during employment.

Experience: Prefer six months experience in a clinic setting.

Other Requirements:

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position operates non-powered hand tools such as medical equipment, etc.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

Physical Requirements:
- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require little to no stamina in traversing, climbing, balancing, squatting, kneeling and crawling.
- This position’s physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, lifting, pushing and pulling
- This position’s physical requirements require continuous stamina in standing, walking, carrying, reaching, grasping, handling, pinching, typing, enduring repetitive movements of the wrists, hands or fingers
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Union UAW
Pay Grade D
Updated 4/17/17
RESOLUTION TO AUTHORIZE THE REORGANIZATION OF THE INGHAM COUNTY HEALTH DEPARTMENT COMMUNITY HEALTH CENTERS

WHEREAS, the Ingham Community Health Centers (ICHC) have been operating under a model that has a higher cost per patient than other Federally Qualified Health Centers or local primary care practices; and

WHEREAS, Ingham County Health Department (ICHD) seeks a reorganization to achieve a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff; and

WHEREAS, this reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability; and

WHEREAS, ICHD will achieve an annual cost savings of $33,483 by implementing this reorganization and also expects to reduce the overall cost per patient for their existing scope of services; and

WHEREAS, the proposed reorganization has been evaluated by Human Resources which has concurred with the recommendations and the affected bargaining groups have been notified and provided documentation; and

WHEREAS, the proposed reorganization is contingent upon the Board of Commissioners’ authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration; and

WHEREAS, the staffing efficiencies gained through the proposed reorganization will result in improved care delivery to more underserved county residents which will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability; and

WHEREAS, the proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services and will allow ICHD to achieve an immediate cost savings of $33,483; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed ICHC reorganization and authorize the resulting position conversions and establishment of positions.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following position conversion:

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<td>Nurse Clinical Educator</td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the conversion of existing vacant positions to new Medical Assistant I positions:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>New Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>601269</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601430</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601196</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601234</td>
<td>Nurse Assessor, 1.0 FTE MNA 2, $62,582 ($97,498 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($27,855)</td>
</tr>
<tr>
<td>601451</td>
<td>Nurse Case Manager, 0.5 FTE ICEA PHN 3, $33,791 ($52,370 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>$17,273</td>
</tr>
<tr>
<td>601466</td>
<td>PCMH Coordinator, 1.0 FTE MNA 3, $61,715 ($86,419 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($16,776)</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that Board of Commissioners authorizes the following position be established from the cost savings gained through the above mentioned position conversions:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>New Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>N/A</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>$69,643</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the authorization of the reorganization is contingent upon the Board of Commissioners’ authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the job description of Medical Assistants to include medication administration.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.